

### **0340.03 Warehousing and Storage Services**

Issued January 6, 1997

**SUBJECT:** Warehousing and Storage Services

**APPLICATION:** Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.

**PURPOSE:** Provides supplemental and alternative warehousing services to all branches of State government.

**CONTACT AGENCY:** Department of Management and Budget (DMB) - Acquisition Services  
Logistics Division, Materials Management Services  
General Services Building, Secondary Complex  
7461 Crouner Dr.  
P.O. Box 30026  
Lansing, Michigan 48909

**TELEPHONE:** (517) 322-5168

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**SUMMARY:** This procedure provides information for securing supplemental and alternative warehousing.

**APPLICABLE FORMS:** DMB-595W, Order Form  
DMB-229-A, Pick Up Forms and Publications  
DMB-2207, Form or Publication Action Request

#### **PROCEDURES:**

##### **Materials Management Services:**

- Provides for efficient warehousing and related services to agencies within State government.
- Operates and maintains supplemental warehouse space in the Lansing and Marquette areas for the purpose of centralizing the storage of goods. These facilities are heated, dry and relatively low-priced with long or short-term storage available.
- Bills the agency for leased space through MAIN R\*Stars on a monthly basis.

##### **Agency:**

- Is responsible for the maintenance, handling and processing of all items in storage unless prior arrangements for special handling or inventory control has been made in advance.
- May acquire available square footage in any dimension with a minimum lease of 100 square feet.
  - Cost per square foot will include utilities and is based on services provided.
- Must obtain prior approval from Materials Management Services before leasing, purchasing, or otherwise securing warehouse or storage space and associated services.

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Distribution Date: 1-6-97  
Procedure 0340.03